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Technical Education Database Systems (TEDS) User Fall Trainings

In September, KDE will be holding all-day TEDS trainings in Frankfort for new TEDS users.

This training will differ from those offered at the summer conference. These trainings will be hands-on trainings on how to use the Infinite Campus and TEDS systems to complete each required process.

Seating is limited for these trainings. A registration system has been created for the sessions. Click [here](#) to go to the registration system.

REMINDER: DISTRICT OFFICE NOW IN INFINITE CAMPUS FOR CIITS

A new “school” was added to each district in Infinite Campus in May 2012. This was done to allow CIITS district-level titles to be associated with the district office instead of an individual school. It also keeps district-level individuals off reports and messenger lists for the individual schools.


- ⇒ The location number is 000, and it is considered the district office.
- ⇒ This location should be used to enter district-level employment and assignment records for CIITS access.
- ⇒ Teachers who teach at multiple schools will still need to have district assignments at each school.
- ⇒ Do **NOT** select the district office on the district assignment screen for any **teachers**. If they do have district-level access in CIITS, the title needs to be associated with one of their schools.
- ⇒ Districts are **not** required to create a calendar for this location or enter any district-level information at this time.
- ⇒ The district office will not show up in the drop-down menu at the top of the screen unless a calendar is created. A calendar is not required for it to show in the drop-down menu of schools to select on the district assignment screen.



No SHOWS

An enrollment status of ‘No Show’ indicates a student who was enrolled in a district at the end of the prior year, but did not show up for the current school year.

These records are used in determining whether a student is a dropout or not a dropout for the nonacademic report. These records also are used by the district to track what is known about the student’s whereabouts.

Complete instructions on how to handle a ‘No Show’ can be found on the KDE website [here](#). 

The 2011-12 School Report Card will include new accountability data as well as significant online enhancements. School Report Card data include:

- **Profile** – includes district/school name, address, school council members, board of education members, school-defined graphic/picture, location on state map and mapped coordinates (as defined through [Front Door](#) initiative)
- **Learning Environment** – includes data on students, teachers, community and safety
- **Coming Soon** – Assessment, Accountability & Delivery (new tabs and new data)
- The QA site can be accessed through the KETS network [here](#).



ELECTRONIC STUDENT RECORDS TRANSFER

The electronic student records transfer between Kentucky school districts prevents redundant data entry and reduces the number of data entry errors.

- When enrolling a student into your district, even if the enrollment is short term, as much data as possible should be imported from the previous district. If this process does not take place and the student moves on to another district, the data transfer link is broken. For example, a student withdraws from District A, enrolls in District B for a couple of days and then moves on to enroll in District C. If District B doesn't request and import records from District A prior to releasing the student to District C, the data transfer link is broken, and District C will have to manually request records from District A and enter the records by hand.
- When you receive a request to release a student's records, there are three options:
 - 1. Release records** – to be used to provide student records to the receiving district after:
 - ◆ you have verified the information for the student is correct and he/she is no longer attending your district
 - ◆ you have imported all available records from his/her previous district (if applicable)
 - ◆ you have end-dated his/her enrollment. Failure to end-date the enrollment prior to releasing the records can cause problems for the receiving district (e.g., determination of 100-day accountability for assessment). An Overlap indicator will display on the transfer request if the student's enrollment has not been end-dated. By clicking on the Edit link, the user will be redirected to the student's Enrollment tab so the enrollment can be ended immediately.

Start Date	02/02/2011
Overlap	Edit (08/12/2010 - 06/05/2011) 10-11 Middle Scho

- 2. Reject Request** – to be used if the student for whom records are being requested is still in attendance in your district. The other district has enrolled the wrong student from the student locator and will need to make corrections in that district.
- 3. Ignore Request** – to be used **ONLY** in the event that you have a valid, legal reason to withhold student information from the new district (e.g., court order, witness protection program agreement).

Student Records Transfer (SRT) documentation is available on Campus Community [here](#). Users should also review the documentation for the Special Education Process for KY Student Records Transfer found [here](#).

New Limited English Proficiency (LEP) Module in Campus

Infinite Campus is releasing its new LEP module in the September release (E.1238). It will be available in staging sites in late September and to all Kentucky districts in early October. This is a significant change to system functionality. Infinite Campus distributed notification and details of the LEP Release in Campus Community. Infinite Campus will continue to support Kentucky LEP reporting requirements; however, district-created ad-hocs and reports will need to be modified to run in the new structure. We encourage districts to utilize Campus Community and develop district-wide training plans.

To access information regarding the LEP Tab on Campus Community use the following path:

Campus Community | Knowledge Base | Student Information | Program Participation | LEP

OVERLAPPING STUDENT ENROLLMENTS

Overlapping primary student enrollments impact funding calculations, assessment accountability determination, cohort calculations, federal reporting and other important data-driven decision making. An ongoing effort should be made by districts to clean up any student enrollment dates that overlap by **more than one day**. (KDE allows for a one-day overlap if they are in two different districts; anything more than one day should be cleaned up.) Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student.

A large number of overlapping enrollments exist for the 2011-12 school year that need to be cleaned up by September 1. This cleanup is needed to ensure accurate federal, nonacademic and P-20 reporting. The last page of the newsletter shows the number of overlapping 2011-12 enrollments by district.

The State Enrollment Overlap Report, path: Student Information | Reports | State Enrollment Overlap, will identify overlapping records. **Be very careful which enrollment record you end-date, as attendance and grades are tied to enrollment.**

Please follow these guidelines when attempting to resolve an enrollment overlap:

1. Call or e-mail the other district involved to resolve the overlapping issues.
2. Submit a Campus Support ticket if there is a technical issue that a district cannot resolve.
3. The KDE contact is [Samantha Engstrom](#), and she can be reached at (502) 564-5279.

NOTE: A sync of District Edition enrollment to State Edition will not resolve overlap issues and should not be considered as a resolution path. Do not perform a re-sync without consulting Infinite Campus Support first.

2012-13 NEXT-GENERATION STUDENT COUNCIL

In order to gain valuable feedback from Kentucky students and to engage student leaders in learning by doing, Education Commissioner Terry Holliday has created the **Next-Generation Student Council**. This group will meet with the commissioner and Kentucky Department of Education (KDE) staff, both in person and virtually, to discuss how decisions made at the state level are affecting students throughout Kentucky and provide feedback - from a student perspective - on critical issues impacting Kentucky students and schools.

The Next-Generation Student Council is a year-long program for Kentucky public school students in grades 10-12. The council will play a vital role in providing input regarding issues that face education in Kentucky and work with KDE staff to develop ideas that will work to improve and transform education.

The council seeks students with refreshing ideas and thoughtful insight into how we can further improve our schools and student achievement. As such, **we encourage all students to apply** in order to represent the diverse academic, geographic, demographic and school-size variables particular to our state.

Students can click [here](#) to access the application and FAQs for the council. Please read the FAQs prior to completing the application. **KDE will accept applications for the 2012-13 Next-Generation Student Council Aug. 1-31, 2012. The deadline to apply is 4:30 p.m. ET Friday, August 31, 2012.**

A committee of KDE representatives will review and score all applications based on the answers provided to the questions. Appointments to the council will be based on how well the applicants communicated their ideas and goals. This committee will then select four students to serve on the 2012-13 council alongside the eight returning student council members.

Commissioner Holliday looks forward to working with the 2012-13 council and using the time together to generate results-oriented dialogue and solutions. Questions? Contact Stephanie Siria at stephanie.siria@education.ky.gov or (502) 564-4201, ext. 4817.

INFINITE CAMPUS TEACHER TRAINING

Infinite Campus is currently offering a new course called “Grade Book A-Z,” which takes teachers through how teachers create and grade assignments from beginning to end. It’s a great class for new teachers who have never used Campus and teachers who have used Campus for years.

In addition to learning the grading process, teachers will learn to take attendance, create seating charts, enter score/report card comments, generate reports and more. Teachers can join Campus for any upcoming shared WebExes in ICU.

Once a month, on the Tuesday when new features come out, Campus offers “Teacher Tools Tuesday.” This is similar to the new features’ lunch and learns – one topic available via webinar at 10:30, 11:30 and other times.

A Grade Book A-Z session is being offered on Tuesday, August 21 at 11 a.m. ET. Here is the link to that course.

[Grade Book A-Z: Tuesday, August 21 at 11 a.m. EDT](#)

Campus also has the Virtual Labs in Campus Community along with the self-paced learning videos.



2011-12 CIVIL RIGHTS DATA COLLECTION (CRDC) — A MESSAGE FROM THE U.S. DEPARTMENT OF EDUCATION.

Opening day is nearing for the U.S. Department of Education’s School Year 2011-12 Civil Rights Data Collection (CRDC) submission website. The CRDC is currently in the Pre-Collection phase. During this phase, districts are encouraged to use specially designed pre-collection tools to collect and save school year 2011-12 data for submission in September. We encourage you to take advantage of the pre-collection tools during this final month before survey opening day.

September is a very busy month for schools, and by using these tools now, the submission process should be smoother and less burdensome as we start into the next school year.

These pre-collection tools can be found at <http://crdc2011.org/LEA/PreCollectionTools.aspx> and include:

- Flat File Specifications: designed to support larger districts that can electronically submit their CRDC submission.
- Excel Templates: user-friendly templates designed for school districts to collect data and create a data files to upload minimizing the manual data entry into the submission website.

PDF Templates: designed for districts with 1-2 schools to record the CRDC data to be manually entered into the submission website in September.

Training webinars also have been prepared to introduce the CRDC and the pre-collection tools. To find these and additional CRDC resources, visit www.crdc2011.org.

If you have any questions about SY 2011-12 CRDC, please do not hesitate to contact the Partner Support Center:

Click the link for the: [Contact Support Form](#)

Telephone: (855) 320-6459

Fax: (888) 329-3336

TTY/TDD: (888) 403-3336



FALL STATE REPORTING

Below is a list of the fall state reporting due dates. These reports occur every year around this time; some require a submission, and others will be pulled by KDE staff. If you have questions, see the contacts listed with each report.

The Enterprise Data Team would like to wish each of you a successful and prosperous school year. We appreciate all you do for the students of Kentucky.

STATE REPORT	Begin Testing / Validation	Reporting Start Dates	Due Dates	Submission	Contact
ESS (Summer)	Aug. 2	Sept. 1	Sept. 30	Data pulled at KDE.	april.pieper@education.ky.gov sharon.johnston@education.ky.gov
Growth Factor	Aug. 1	Oct. 1	Nov. 1	http://odss.education.ky.gov/growthfactor/	steve.young@education.ky.gov
January Growth Factor	Dec. 16	Jan. 15	Feb. 15	http://odss.education.ky.gov/growthfactor/	steve.young@education.ky.gov
IDEA-B Child Count	Nov. 1	Dec. 1	Dec. 15	http://apps.kde.state.ky.us/login/	chris.thacker@education.ky.gov nick.easter@education.ky.gov
ILP	Aug. 1	Aug. 1	Weekly	Data pulled at KDE.	sharon.johnston@education.ky.gov michael.hackworth@education.ky.gov
KEES (Early Graduates)	Nov. 1	Dec. 1	Jan. 15	www.kheaa.com	mcummins@kheaa.com rgilpatrick@kheaa.com
LEAD Fall	Aug. 1	Sept. 4	Nov. 1	https://wd.kyepsb.net/EPSB.WebApps/LEAD/	cindy.godsey@ky.gov
LEP - Roster & Labels	Sept. 16	Oct. 10	Nov. 15	Data pulled at KDE.	chris.williams@education.ky.gov
LEP - Test Book Orders	Aug. 5	Oct. 15	Nov. 12	Data pulled at KDE.	chris.williams@education.ky.gov
Nonacademic Report	Aug. 2	Sept. 1	Nov. 1	Data pulled at KDE.	david.curd@education.ky.gov tina.logan@education.ky.gov
Read To Achieve			Fall	Data pulled at KDE (in progress).	judith.halasek@education.ky.gov
Special Education Personnel Data for teachers, para-professionals and related service providers	Nov. 1	Dec. 1	Dec. 15	http://apps.kde.state.ky.us/login/	chris.thacker@education.ky.gov nick.easter@education.ky.gov
State Preschool Enrollment Count	Nov. 1	Dec. 1	Dec. 15	Data pulled at KDE.	annie.rooney-french@education.ky.gov bill.buchanan@education.ky.gov
TEDS (First Semester)	July 1	Aug. 1	Nov. 15	Imported directly into TEDS database.	kiley.whitaker@education.ky.gov
Title I (officially due June 1)	Aug. 1	Continuous	Monthly	Data pulled at KDE.	troy.mcginis@education.ky.gov

Office of Knowledge, Information and Data Services (KIDS) — Division of Enterprise Data

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DeDe Conner, Director

Alison Martinez, Assistant Director

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2011-12 Overlapping Enrollments - District Counts

Source: Infinite Campus as of 8/2/12

District Name	#
Adair	5
Ashland Ind.	4
Augusta Ind.	1
Barbourville Ind.	1
Bardstown Ind.	2
Bath	9
Beechwood Ind.	1
Bellevue Ind.	3
Boone	1
Bourbon	2
Bowling Green Ind.	17
Boyd	5
Boyle	3
Breathitt	40
Breckinridge	1
Burgin Ind.	1
Butler	2
Campbell	1
Carlisle	4
Carter	17
Casey	1
Christian	8
Clark	19
Clay	6
Clinton	1
Cloverport Ind.	2
Corbin Ind.	12
Covington Ind.	5
Crittenden	1
Cumberland	1
Daviess	31
Dawson Springs Ind.	3
Dayton Ind.	2
Elizabethtown Ind.	1
Elliott	77
Eminence Ind.	3
Estill	1
Fairview Ind.	2
Fayette	25

District Name	#
Floyd	9
Fort Thomas Ind.	1
Fulton Ind.	2
Gallatin	1
Garrard	6
Grant	1
Grayson	5
Greenup	9
Hancock	2
Hardin	2
Harlan	11
Harlan Ind.	12
Harrison	2
Hart	2
Hazard Ind.	2
Henderson	7
Hickman	1
Jackson	6
Jackson Ind.	3
Jefferson	4
Jenkins Ind.	5
Jessamine	2
Johnson	57
Kenton	13
KSD	2
Knox	4
Laurel	40
Lawrence	12
Leslie	4
Letcher	11
Lewis	2
Livingston	1
Logan	1
Madison	2
Magoffin	6
Martin	6
Mason	1
Mayfield Ind.	3
McCracken	14

District Name	#
Meade	1
Menifee	11
Mercer	2
Metcalfe	4
Montgomery	11
Morgan	12
Muhlenberg	1
Newport Ind.	1
Nicholas	2
Owensboro Ind.	2
Owsley	1
Paducah Ind.	5
Paintsville Ind.	6
Paris Ind.	2
Pike	16
Pineville Ind.	2
Pulaski	8
Raceland-Worthington Ind.	18
Rockcastle Ind.	1
Rowan	21
Russell Ind.	2
Russellville Ind.	1
Scott	3
Shelby	1
Silver Grove Ind.	1
Somerset Ind.	1
Southgate Ind.	1
Spencer	15
Taylor	3
Todd	1
Trimble	2
Union	2
Warren	6
Webster	7
Whitley	7
Williamstown Ind.	2
Wolfe	9

TOTAL STATE COUNT = 786

Note: Enrollment overlaps occur when the begin/end dates of one primary enrollment overlap with that of a second primary enrollment record for the same student.